



# Contra Costa School of Performing Arts

## Regular Board Meeting

**Date and Time**

Monday June 1, 2020 at 5:30 PM PDT

**Location**

Dial-in Information: 252-404-1258; PIN: 198 099 673#

*The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Vice-chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda and two minutes for items not on the agenda. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.*

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Neil McChesney	1 m
<b>B.</b> Call the Meeting to Order		Deborah Padberg	1 m
<b>C.</b> Approve Minutes	Approve Minutes	Neil McChesney	2 m
Approve minutes for Regular Board Meeting on May 4, 2020			
<b>D.</b> Agenda Review and Adoption	Vote	Deborah Padberg	2 m
The Board will review the agenda and adopt as presented or take action to change the order of items.			
 <b>II. Public Comment</b>			 <b>5:36 PM</b>
<b>A.</b> Items on the Agenda	FYI	Deborah Padberg	10 m
<b>B.</b> Items Not on the Agenda	FYI	Deborah Padberg	5 m

<b>III. Standing Committees</b>			<b>5:51 PM</b>
<p><b>A. Academic Excellence</b> The Board will hear a report from this standing committee.</p>	FYI	Tamara Gerlach	5 m
<p><b>B. Outreach and Enrollment Committee</b> The Board will hear a report from this standing committee.</p>	FYI	Marie Gil	5 m
<p><b>C. Governance Committee</b> The Board will hear a report from this standing committee.</p>	FYI	Jill Wilk	5 m
<p><b>D. Development Committee</b> The Board will hear a report from this standing committee.</p>	FYI	Deborah Padberg	5 m
<p><b>E. Renewal Committee</b> The Board will hear a report from this standing committee.</p>	FYI	Heather Vega	5 m
<p><b>F. Finance Committee</b> The Board will hear a report from this standing committee.</p>	Discuss	David Wendt	5 m
 <b>IV. Information Items</b>			 <b>6:21 PM</b>
<p><b>A. Staff Recognition and Community Celebration</b> The Board will hear updates on ideas for recognizing and/or celebrating staff as well as the whole school community for their hard work and dedication during the campus closure.</p>	Discuss	Neil McChesney	15 m
<p><b>B. Distance Learning Presentation</b> The Board will hear an update from Administration regarding the SPA distance learning program.</p>	FYI	Neil McChesney	20 m
<p><b>C. 20-21 School Relaunch Plans</b> The Board will hear a presentation on the 20-21 school relaunch plans.</p>	FYI	Neil McChesney	30 m
<p><b>D. CEO Evaluation Process Overview</b> The Board will review the CEO evaluation process in BoardOnTrack.</p>	Discuss	Deborah Padberg	15 m
 <b>V. Action Items</b>			 <b>7:41 PM</b>
<p><b>A. Operations Written Report</b> The Board will review and consider approving the Operations Written Report.</p>	Vote	Neil McChesney	15 m
<p><b>B. Annual Budget</b> The Board will consider approving the 20-21 Budget as presented.</p>	Vote	Neil McChesney	20 m
<p><b>C. Establish CEO Evaluation Committee</b> The Board will consider creating the CEO Evaluation ad-hoc committee.</p>	Vote	Deborah Padberg	10 m
<p><b>D. Declaration of Need for Fully Qualified Educators</b> The Board will consider certifying that there is an insufficient number of certificated persons who meet the Charter's specified employment criteria pursuant to CCTC Form CL-500.</p>	Vote	Neil McChesney	10 m
 <b>VI. Staff Reports</b>			 <b>8:36 PM</b>
<p><b>A. Executive Director</b></p>	FYI	Neil McChesney	15 m

The Executive Director will update the Board on school business.

- |                |     |                |      |
|----------------|-----|----------------|------|
| <b>B. CSMC</b> | FYI | Neil McChesney | 15 m |
|----------------|-----|----------------|------|
- The Charter School Management Corporation representative will present the monthly financial reports.

**VII. Board Reports** **9:06 PM**

- |                   |     |                 |     |
|-------------------|-----|-----------------|-----|
| <b>A. Trustee</b> | FYI | Deborah Padberg | 5 m |
|-------------------|-----|-----------------|-----|
- Trustees make announcements or reports of their activities.

**VIII. Closing Items** **9:11 PM**

- |                           |      |                 |     |
|---------------------------|------|-----------------|-----|
| <b>A. Adjourn Meeting</b> | Vote | Deborah Padberg | 1 m |
|---------------------------|------|-----------------|-----|

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on May 4, 2020

APPROVED



## Contra Costa School of Performing Arts

### Minutes

#### Regular Board Meeting

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**Date and Time**

Monday May 4, 2020 at 5:30 PM

**Location**

Dial in Information: 336-739-2043, PIN: 553 777 607#

*The public may address the Board regarding any item within the jurisdiction of the Board of Directors of Charthouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Vice-chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda and two minutes for items not on the agenda. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.*

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**Directors Present**

D. Padberg (remote), D. Wendt (remote), H. Vega (remote), J. Wilk (remote), M. Gil (remote), T. Gerlach (remote)

**Directors Absent**

None

**Ex Officio Members Present**

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N. McChesney (remote)

**Non Voting Members Present**

N. McChesney (remote)

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

D. Padberg called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Monday May 4, 2020 @ 5:33 PM.

**C. Approve Minutes**

H. Vega made a motion to approve the minutes from Regular Board Meeting on 04-13-20.

T. Gerlach seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

D. Wendt Aye

M. Gil Aye

T. Gerlach Aye

H. Vega Aye

J. Wilk Aye

D. Padberg Aye

**D. Agenda Review and Adoption**

J. Wilk made a motion to adopt the agenda as presented.

T. Gerlach seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

J. Wilk Aye

M. Gil Aye

H. Vega Aye

T. Gerlach Aye

D. Padberg Aye

D. Wendt Aye

**II. Public Comment**

**A. Items on the Agenda**

No comments.

**B. Items Not on the Agenda**

No comments.

**III. Reconvene Open Session**

**A. Report Out**

No action taken in closed session.

#### IV. Standing Committees

**A. Academic Excellence**

The next meeting is scheduled for this week.

**B. Outreach and Enrollment Committee**

The Committee reported on the latest information on the school's efforts and numbers including the challenges with enrollment recruiting and outreach as a result of the school closure.

**C. Governance Committee**

No report.

**D. Development Committee**

The Committee reported on recent updates including the decision to cease all fundraising efforts due to the economic hardship families and organizations are facing during the COVID-19 pandemic and beginning plans for next year's development work.

**E. Renewal Committee**

No report.

**F. Finance Committee**

No report.

#### V. Information Items

**A. Board Candidate Interview**

The Board interviewed two prospective Board candidates who submitted letters of intent to serve in the open Board seat.

**B. Staff Recognition and Community Celebration**

The Board discussed the most recent plans around appreciating the staff for their efforts during the school closure as well as related school wide celebrations and culture building initiatives.

**C. Distance Learning Presentation**

The Board heard a presentation from members of the school administration and teacher team about the progress of the distance learning program and ways in which SPA continues to support our students and families.

#### VI. Action Items

**A. Lending Resolution**

D. Wendt made a motion to approve the resolution as presented.

T. Gerlach seconded the motion.

The Board discussed the resolution in detail before taking action. The board **VOTED** unanimously to approve the motion.

**Roll Call**

M. Gil Aye

J. Wilk Aye

D. Wendt Aye

**Roll Call**

T. Gerlach Aye  
H. Vega Aye  
D. Padberg Aye

**B. Board Appointment**

D. Wendt made a motion to to appoint Kirk Waller to the open Board seat.  
J. Wilk seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

D. Padberg Aye  
J. Wilk Aye  
D. Wendt Aye  
M. Gil Aye  
H. Vega Aye  
T. Gerlach Aye

**VII. Staff Reports**

**A. Executive Director**

The Executive Director updated the Board on the school's business over the last month.

**B. CSMC**

The Board heard an update on the school's financials from Charter School Management Corporation.

**VIII. Board Reports**

**A. Trustee**

No reports.

**IX. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:03 PM.

Respectfully Submitted,  
D. Padberg



# Cover Sheet

## CEO Evaluation Process Overview

**Section:** IV. Information Items  
**Item:** D. CEO Evaluation Process Overview  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CEO Evaluation Process.pdf



## BoardOnTrack CEO Evaluation

### **ASSESS**

1. Create the CEO Support and Evaluation Committee (“Committee”)
2. CEO takes Self-Evaluation
3. Committee shares the CEO Self-Evaluation with the Board
4. Board members take CEO Evaluation
5. Direct Reports’ take CEO Evaluation
6. CEO Evaluation Report automatically compiled

Suggested time frame: weeks 1-4

### **ALIGN**

1. Committee shares the CEO Evaluation Report with the Board
2. Committee meets and creates CEO Memo, summarizing results and proposing goals
3. Committee finalizes the CEO Memo by sharing it with the full board for approval
4. Committee shares the CEO Memo with the CEO and collaborates on setting CEO goals.

Suggested time frame: Weeks 5-8

### **ACCELERATE**

1. CEO drafts goals for next year and reviews with Committee
2. Committee presents CEO goals to board for approval

Suggested time frame: weeks 10-12

3. The CEO should spend the next 12 months pursuing the goals, reporting out at board and committee meetings, using a consistent dashboard, and receiving regular support and check-ins from the CEO Support and Evaluation Committee.

Suggested time frame: 9 months

# Cover Sheet

## Operations Written Report

**Section:** V. Action Items  
**Item:** A. Operations Written Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2020\_LCAP\_COVID-19\_Operations\_Written\_Report\_\_Contra\_Costa\_School\_20200529.pdf



## COVID-19 Operations Written Report for Contra Costa School of Performing Arts

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Contra Costa School of Performing Arts	Neil McChesney Executive Director	neil.mcchesney@cocospa.org 925.235.1130	June 1, 2020

**Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

As a response to the COVID-19 emergency, on March 13th the governing board of the Contra Costa School of Performing Arts took action to close our physical campus and transition the school to a virtual learning environment. This decision was at first a temporary measure and then was extended to the entirety of the remaining school year. All SPA students already had access to a school-issued chromebook to continue their coursework online and the school set up surveys and phone calls to ensure all students had access to internet while at home. We were successful in reaching all SPA families and helped a handful of families who were in need to set up at-home internet connections.

As a one-to-one technology school with a learning management system that provides virtual access to curriculum, SPA was well situated to begin distance learning. We started our program on the first school day after the campus closure. SPA students remained in contact with teachers and in a continuous learning environment for the duration of the closure.

With an ongoing pandemic and national crisis, many of our students and families continue to experience challenges in mental health and in access to resources. SPA's community of staff and families, rallied together to provide support for students during this time and to regularly assess and improve our program. We focused on increased communication and connection between student and teacher, ensuring every child had an adult checking in regularly. Counseling and special education services continued and were offered in virtual platforms. We surveyed families at different intervals to gather feedback and input. Different members of our admin team also conducted parent forums and created space to engage with families. SPA also continued to build school culture through arranging virtual student leadership sponsored events and art performances.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Supporting unduplicated students at Contra Costa School of Performing Arts maintained priority status throughout the campus closure. Orientation was provided for students and families in English and Spanish prior to the start of our distance learning program to ensure stakeholders transitioned to the new systems and clearly understood the services and supports available to them.

SPA classroom teachers provided weekly virtual office hours either in full class setting as well as in individual appointments through Google Hangouts. Google Classroom sites included instructions for how students accessed office hour supports and the multitude of options for requesting assistance. Students that experienced challenges and were identified as needing intervention, were assigned to grade level case managers/mentors to work in small groups or one on one. These grade level case managers broke up the school into smaller communities and worked to identify both academic and social/emotional needs for all families. If students experienced stress or anxiety, and wanted to check in with a member of SPA's mental health staff, had access to all 3 of our mental health specialists. The school's foster youth and homeless coordinator was prepared to support any students or families that were in need.

At the onset of the closure, SPA engaged additional contracted services and platforms to ensure English Language Learners were able to continue to work on their language acquisition in a distance learning model. These students also worked with grade level mentors on a one to one basis to continue to feel successful in their work.

SPA's parent organization fundraised to support students and families in economic crisis with grocery store gift cards and worked with the school who anonymously identified and allocated these resources as needed.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

SPA worked through the weekend after the closure and also held a professional development day for teachers on March 16 to craft collaborative plans and set guidelines for the transition. A COVID-19 Family Handbook was developed and published explaining the new platforms and expectations, along with several ways to access resources in mental health, technology, and nutrition services.

The first three weeks of school closure provided an opportunity for all stakeholders to transition in a low-stakes and supportive manner. Teachers and students tried new platforms, accessed different online resources, and learned quickly what worked and what was difficult in this new version of school which was intentionally designed as an enrichment based academic model. Following spring break, the school shifted to a scheduled online class program and required courses for the rest of the school year, beginning with virtual online orientation sessions for families, which contributed to a significant increase in our engagement.. Because middle school students seemed to have the most challenge with engaging in online work, we chose to narrow down their focus to ELA, Math, and their Art Major classes. History, Science, and Physical Education courses were maintained as enrichment activities. High School students continued with their original course load, but with reduced workload and a flexible grading policy. Fridays were reserved for office hour appointments and other asynchronous interventions.

As we continued through the end of the year, we held weekly department and staff meetings and training sessions. We also created a robust case management system where each student was assigned an adult who monitored their progress, communicated with families, and helped arrange support plans for students in need. Special Education and Student Services teams continued to operate and ensure FAPE and direct services were maintained and monitored. Based on Learning Management System data, Student engagement was measured consistently at 95%.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Contra Costa School of Performing Arts participates in the National School Lunch Program by contracting with an off-site meals vendor for procurement (the SPA campus does not have a commercial kitchen or meal prep facilities). While SPA was prepared with plans for continued food service during the campus closure, we were informed that our food service vendor was closing its business for the duration of

the shelter-in-place orders and laying off the majority of its workforce. This rendered us unable to facilitate any type meal service. SPA confirmed this with CDE Nutrition Division. SPA did work with districts and charters throughout Contra Costa County to curate a list of school sites that were providing open meal service and provided this information to our families. Given the immense geographic footprint of our school community, with families residing all over the County, this actually proved to be a more practical and equitable way to support them.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

As a 6-12 school site, Contra Costa School of Performing Arts does not normally provide childcare services. After the school closure, SPA did collaborate with the Contra Costa County Office of Education as they worked to secure plans for countywide emergency childcare programming. SPA offered its campus to support this program but it was not ultimately needed. Once the County finalized and published information about the emergency childcare offerings, SPA pushed the information out to our school community to ensure that stakeholders knew about this important resource.

# Cover Sheet

## Annual Budget

**Section:** V. Action Items  
**Item:** B. Annual Budget  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 20-21 Budget.pdf



Budget Summary

**Contra Costa School of Performing Arts**  
**Budget Summary**  
**Six Year Budget, 2018-19 to 2023-24**



SAC Code Description		2019-20	2020-21	2021-22	2022-23	2023-24
<b>Revenue</b>						
	State	3,964,067	3,845,317	4,279,388	4,627,473	5,027,915
	Federal	80,875	86,070	97,101	107,112	118,563
	Local	770,004	877,981	980,895	1,074,291	1,181,118
<b>Total Revenue</b>		<b>\$ 4,814,946</b>	<b>\$ 4,809,367</b>	<b>\$ 5,357,384</b>	<b>\$ 5,808,876</b>	<b>\$ 6,327,596</b>

<b>Expenses</b>						
1000	Certificated Salaries	1,765,397	1,776,497	1,909,557	2,046,399	2,187,136
2000	Classified Salaries	622,500	595,750	613,623	632,031	650,992
3000	Benefits	638,695	625,797	670,351	748,948	789,156
4000	Books and Supplies	234,100	333,926	374,379	411,276	452,692
5000	Services and Other Operating Expenses	1,263,370	1,338,307	1,621,898	1,849,061	2,129,392
6000	Depreciation	53,519	53,519	53,519	53,519	53,519
7000	Other Outgoing					
<b>Total Expenses</b>		<b>\$ 4,577,581</b>	<b>\$ 4,723,796</b>	<b>\$ 5,243,325</b>	<b>\$ 5,741,234</b>	<b>\$ 6,262,886</b>

<b>Change in Net Assets</b>	<b>\$ 237,365</b>	<b>\$ 85,572</b>	<b>\$ 114,059</b>	<b>\$ 67,642</b>	<b>\$ 64,709</b>
As a % of expenses	5.2%	1.8%	2.2%	1.2%	1.0%
Beginning Net Assets	\$ 350,573	\$ 587,938	\$ 673,509	\$ 787,568	\$ 855,210
<b>Ending Net Assets</b>	<b>\$ 587,938</b>	<b>\$ 673,509</b>	<b>\$ 787,568</b>	<b>\$ 855,210</b>	<b>\$ 919,920</b>
As a % of expenses	12.8%	14.3%	15.0%	14.9%	14.7%

Student Info

**Contra Costa School of Performing Arts**

**Student Input**

**Six Year Budget, 2018-19 to 2023-24**



	2019-20	2020-21	2021-22	2022-23	2023-24
<b>Enrollment By Grade</b>	1%	4%	10%	8%	8%
Kindergarten	-	-	-	-	-
Grade 1	-	-	-	-	-
Grade 2	-	-	-	-	-
Grade 3	-	-	-	-	-
Grade 4	-	-	-	-	-
Grade 5	-	-	-	-	-
Grade 6	89	90	95	99	99
Grade 7	108	96	99	99	99
Grade 8	100	96	99	99	99
Grade 9	58	85	86	90	99
Grade 10	43	40	75	76	80
Grade 11	30	35	35	65	66
Grade 12	27	30	30	30	60
Other Enrollment (Grade 12+, etc.)	-	-			
<b>Total Enrollment</b>	<b>455</b>	<b>472</b>	<b>519</b>	<b>558</b>	<b>602</b>

	1%	4%	10%	8%	8%
<b>Daily Attendance Rate</b>	updated all years on 2/11				
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6	97.7%	95.0%	95.0%	95.0%	95.0%
Grade 7	93.3%	95.0%	95.0%	95.0%	95.0%
Grade 8	97.1%	95.0%	95.0%	95.0%	95.0%
Grade 9	89.2%	95.0%	95.0%	95.0%	95.0%
Grade 10	93.2%	95.0%	95.0%	95.0%	95.0%
Grade 11	96.3%	95.0%	95.0%	95.0%	95.0%
Grade 12	99.1%	95.0%	95.0%	95.0%	95.0%

Student Info

Other Enrollment (Grade 12+, etc.)					
<b>Average Daily Attendance Rate</b>	<b>95.1%</b>	<b>95.0%</b>	<b>95.0%</b>	<b>95.0%</b>	<b>95.0%</b>

**Average Daily Attendance by Grade**

Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6	87.0	85.5	90.3	94.1	94.1
Grade 7	100.7	91.2	94.1	94.1	94.1
Grade 8	97.1	91.2	94.1	94.1	94.1
Grade 9	51.7	80.8	81.7	85.5	94.1
Grade 10	40.1	38.0	71.3	72.2	76.0
Grade 11	28.9	33.3	33.3	61.8	62.7
Grade 12	26.8	28.5	28.5	28.5	57.0
Other Enrollment (Grade 12+, etc.)					
<b>Average Overall Daily Attendance</b>	<b>432.3</b>	<b>448.4</b>	<b>493.1</b>	<b>530.1</b>	<b>571.9</b>

actual per grade shortened P2

**Average Daily Attendance by Grade Range**

ADA Grades K-3					
ADA Grades 4-6	87.0	85.5	90.3	94.1	94.1
ADA Grades 7-8	197.9	182.4	188.1	188.1	188.1
ADA Grades 9-12	147.4	180.5	214.7	248.0	289.8
<b>Average Overall Daily Attendance</b>	<b>432.3</b>	<b>448.4</b>	<b>493.1</b>	<b>530.1</b>	<b>571.9</b>

actual P2

**Poverty and Free/Reduced Price Lunch**

Poverty level, % of school's overall students	5.0%	5.0%	5.0%	5.0%	5.0%
Poverty level, number of students	23	24	26	28	31
Free lunch qualifying, % of school's overall students	10.0%	10.0%	10.0%	10.0%	10.0%
Reduced priced lunch qualifying, % of school's overall s	15.0%	15.0%	15.0%	15.0%	15.0%
Free/Reduced priced lunch, number of students	114	118	130	140	151

**English Language Learners**

Percentage of Students - ELL	3.0%	3.0%	3.0%	3.0%	3.0%
Number of Students	14	15	16	17	19

Revenue Input

**Contra Costa School of Performing Arts**  
**Revenue**  
**Six Year Budget, 2018-19 to 2023-24**



SACS		2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
<b>State</b>		actual UA	052820				
8011	LCFF; state aid portion	1,788,053	1,823,316	1,632,314	1,830,777	1,994,383	2,186,574
8012	LCFF; EPA portion	84,538	86,458	89,680	98,610	106,020	114,380
8096	In-Lieu of Property Taxes, all grades	1,789,607	1,958,300	2,031,279	2,233,546	2,401,385	2,590,742
8019	Prior Year Income / Adjustments	(23,611)					
8520	State Child Nutrition program						
8560	Lottery	78,196	77,812	80,712	103,541	111,321	120,099
8550	Mandate Block Grant	77,595	10,180	11,332	12,914	14,364	16,120
8591	SB 740 Rent re-imburement program						
8590	All Other State Revenue / Clean Energy	74,990	8,000				
8599	Prior Year State Income	2,869					
<b>State Revenue</b>		<b>\$ 3,872,236</b>	<b>\$ 3,964,067</b>	<b>\$ 3,845,317</b>	<b>\$ 4,279,388</b>	<b>\$ 4,627,473</b>	<b>\$ 5,027,915</b>
<b>Federal</b>							
8181	Special Education, federal	58,527	58,875	62,657	70,687	77,975	86,311
8220	Federal Child Nutrition Programs		22,000	23,413	26,414	29,137	32,252
8290	All Other Federal Revenue, inc Facilities Incentive Grants program						
8291	Title I						
8292	Title II						
8293	Title III						
8295	Title V						
8299	Prior Year Federal Revenue						
<b>Federal Revenue</b>		<b>\$ 58,527</b>	<b>\$ 80,875</b>	<b>\$ 86,070</b>	<b>\$ 97,101</b>	<b>\$ 107,112</b>	<b>\$ 118,563</b>
<b>Local</b>							
8660	Interest	4	4	4	5	5	5
8662	Lease Restructure	315,079					
8784	All Other Transfers from Other Locations						
8785	CMO Management fee						
8792	SPED State / Other Transfers from County	490,336	461,000	490,613	553,492	610,556	675,827
8980	Student Lunch Revenue		52,000	55,340	62,433	68,870	76,232
8682	Foundation Grants / Donations	150,250	75,000	75,000	75,000	75,000	75,000
8699	All Other Local Revenue	13,641	27,000	28,734	32,417	35,759	39,582
8684	Student Production / Event Revenue	31,089	5,000	33,885	38,227	42,169	46,676
8685	School Site Fundraising	178,365	150,000	194,405	219,321	241,932	267,796
8688	In Kind Contributions						
8999	Revenue Suspense						
<b>Local Revenue</b>		<b>\$ 1,178,763</b>	<b>\$ 770,004</b>	<b>\$ 877,981</b>	<b>\$ 980,895</b>	<b>\$ 1,074,291</b>	<b>\$ 1,181,118</b>
<b>Total Revenue</b>		<b>\$ 5,109,526</b>	<b>\$ 4,814,946</b>	<b>\$ 4,809,367</b>	<b>\$ 5,357,384</b>	<b>\$ 5,808,876</b>	<b>\$ 6,327,596</b>

**Contra Costa School of Performing Arts**  
**Expenses Summary**  
**Six Year Budget, 2018-19 to 2023-24**



SAC\SAC Code Description	2019-20	2020-21	2021-22	2022-23	2023-24
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**Certificated Salaries**

1100	Teachers' Salaries	992,150	992,000	1,096,760	1,204,663	1,315,803
1105	Teachers' Stipends / Bonus	50,000	55,000	60,000	65,000	70,000
1120	Substitute Expense	17,497	19,497	21,497	23,497	25,497
1200	Certificated Pupil Support Salaries	278,000	264,000	271,920	280,078	288,480
1300	Certificated Supervisor and Administrator Salaries	427,750	446,000	459,380	473,161	487,356
1305	Certificated Sup. and Admin. Stipends / Bonus	-	-	-	-	-
1900	Other Certificated Salaries	-	-	-	-	-
1910	Other Certificated Overtime	-	-	-	-	-
<b>1000</b>	<b>Subtotal</b>	<b>\$ 1,765,397</b>	<b>\$ 1,776,497</b>	<b>\$ 1,909,557</b>	<b>\$ 2,046,399</b>	<b>\$ 2,187,136</b>

**Classified Salaries**

2100	Instructional Aide Salaries	434,000	405,750	417,923	430,460	443,374
2110	Instructional Aide Overtime	-	-	-	-	-
2200	Classified Support Salaries (Maintenance / Food)	23,500	25,000	25,750	26,523	27,318
2210	Classified Support Overtime	-	-	-	-	-
2300	Classified Supervisor and Administrator Salaries	124,000	115,000	118,450	122,004	125,664
2400	Clerical, Technical, and Office Staff Salaries	41,000	50,000	51,500	53,045	54,636
2410	Clerical, Technical, and Office Staff Overtime	-	-	-	-	-
2900	Other Classified Salaries	-	-	-	-	-
2905	Other Stipends	-	-	-	-	-
2910	Other Classified Overtime	-	-	-	-	-
<b>2000</b>	<b>Subtotal</b>	<b>\$ 622,500</b>	<b>\$ 595,750</b>	<b>\$ 613,623</b>	<b>\$ 632,031</b>	<b>\$ 650,992</b>

**Employee Benefits**

3101	State Teachers' Retirement System, certificated personnel	291,899	274,873	305,911	370,398	395,872
3202	Public Employees' Retirement System, classified	-	-	-	-	-

Expenses Summary

3313	OASDI	38,595	40,347	41,153	41,976	42,816
3323	Medicare	34,371	34,115	34,797	35,493	36,203
3403	Health & Welfare Benefits	211,032	216,569	227,397	238,767	250,706
3503	State Unemployment Insurance	25,773	24,603	25,095	25,596	26,108
3603	Worker Compensation Insurance	35,556	35,291	35,997	36,717	37,451
3703	Other Post Employment Benefits	-	-	-	-	-
3903	Other Benefits	1,470		-	-	-
<b>3000</b>	<b>Subtotal</b>	<b>\$ 638,695</b>	<b>\$ 625,797</b>	<b>\$ 670,351</b>	<b>\$ 748,948</b>	<b>\$ 789,156</b>

**Total Personnel Expenses**

<b>\$ 3,026,592</b>	<b>\$ 2,998,044</b>	<b>\$ 3,193,530</b>	<b>\$ 3,427,378</b>	<b>\$ 3,627,284</b>
66%				

**Books and Supplies**

4100	Approved Textbooks and Core Curricula Materia	-	-	-	-	-
4200	Books and Other Reference Materials	3,100	3,299	3,711	4,082	4,505
4300	Materials and Supplies	60,000	70,000	78,741	86,605	95,583
4315	Classroom Materials and Supplies	25,000	36,389	40,932	45,020	49,687
4342	Athletic Materials	-	-	-	-	-
4381	Plant Maintenance Materials	1,000	3,637	4,091	4,500	4,966
4400	Office Equipment	13,000	13,835	15,563	17,117	18,891
4430	Student Equipment	8,000	56,728	63,811	70,184	77,460
4410	Software	30,000	50,000	55,000	60,000	65,000
4700	Food and Food Supplies	94,000	100,038	112,530	123,768	136,599
<b>4000</b>	<b>Subtotal</b>	<b>\$ 234,100</b>	<b>\$ 333,926</b>	<b>\$ 374,379</b>	<b>\$ 411,276</b>	<b>\$ 452,692</b>

**Services and Other Operating Expenses**

5200	Travel and Conferences	11,000	10,000	12,000	14,000	16,000
5210	Training and Development Expense	16,000	20,000	25,000	30,000	30,000
5300	Dues and Memberships	25,000	26,606	29,928	32,917	36,329
5400	Insurance	35,000	35,000	39,370	43,302	47,791
5500	Operation and Housekeeping Services/Supplies	90,000	91,800	103,263	113,576	125,350
5501	Utilities	170,000	180,000	185,000	190,000	195,000
5600	Space Rental/Leases Expense	306,509	353,033	553,033	703,033	903,033
5601	Building Maintenance	30,000	30,000	30,000	30,000	30,000
5602	Other Space Rental	13,000	20,000	22,497	24,744	27,309

**Expenses Summary**

5605	Equipment Rental/Lease Expense	20,000	30,000	30,000	30,000	30,000
5610	Equipment Repair	-	-	-	-	-
5800	Professional/Consulting Services and Operating Expenses	6,000	10,000	11,249	12,372	13,655
5803	Banking and Payroll Service Fees	14,618	7,000	7,500	8,000	8,500
5805	Legal Services	85,000	100,000	100,000	100,000	100,000
5806	Audit	30,000	8,316	9,355	10,289	11,355
5810	Educational Consultants	40,000	49,578	55,769	61,339	67,698
5811	Student Transportation	31,000	81,303	91,455	100,589	111,017
5815	Advertising / Recruiting	20,000	20,000	20,000	20,000	20,000
5820	Fundraising Expense	5,000	10,000	12,000	14,000	16,000
5873	Financial Services	120,000	125,000	140,608	154,651	170,683
5874	Personnel Services	45,000	1,000	1,125	1,237	1,365
5875	District Oversight Fee	38,681	37,533	42,219	46,436	51,250
5877	IT Services	85,000	65,000	70,000	75,000	80,000
5890	Interest Expense / Misc. Fees	1,000	1,064	1,197	1,317	1,453
5900	Communications	25,562	26,074	29,329	32,258	35,603
<b>5000 Subtotal</b>		<b>\$ 1,263,370</b>	<b>\$ 1,338,307</b>	<b>\$ 1,621,898</b>	<b>\$ 1,849,061</b>	<b>\$ 2,129,392</b>

**Capital Outlay**

6900	Depreciation Expense	53,519	53,519	53,519	53,519	53,519
<b>6000 Subtotal</b>		<b>\$ 53,519</b>	<b>\$ 53,519</b>	<b>\$ 53,519</b>	<b>\$ 53,519</b>	<b>\$ 53,519</b>

**Other Outgoing**

7440	Capital lease interest expense	-	-	-	-	-
7438	Debt Service - Interest	-	-	-	-	-
<b>7000 Subtotal</b>						

**Total Non-Personnel Expenses** **\$ 1,550,989   \$ 1,725,752   \$ 2,049,795   \$ 2,313,856   \$ 2,635,602**

**Total Expenses** **\$ 4,577,581   \$ 4,723,796   \$ 5,243,325   \$ 5,741,234   \$ 6,262,886**

# Cover Sheet

## Establish CEO Evaluation Committee

**Section:** V. Action Items  
**Item:** C. Establish CEO Evaluation Committee  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CEO Support & Evaluation Committee Job Description.pdf



# CEO Support & Evaluation Committee Job Description

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## General Purpose

The CEO Support and Evaluation Committee is commissioned by and responsible to the board of trustees to assume the primary responsibility for developing and implementing a year-round process to strengthen the board's support, evaluation, and partnership with the organization's CEO.

## Appointments and Composition

1. Appointments of the chair and members of the committee shall be made annually by the chair of the board with the advice and consent of the board in accordance with the bylaws.
2. The chair of this committee shall be a member of the board of trustees.
3. Members of this committee shall be members of the board of trustees, subject to the conditions stated in the bylaws.
4. It is anticipated that the committee will be primarily comprised of the primary committee chairs and/or other officers of the board.

## Responsibilities

1. Develop an annual timeline to support and evaluate the CEO, and have this timeline approved by the full board.
2. Annually review and revise as necessary the CEO's job description.
3. Establish a process for the CEO to develop, share, and receive board approval of a set of annual organizational goals.
4. In partnership with the CEO, establish a clear and consistent way for the CEO to report to the full board regularly on progress towards the board-approved annual goals.
5. Annually create a survey instrument and process to conduct two structured check-ins between the full board and the CEO. It is anticipated that these will occur in November and March and will involve the CEO completing a self-evaluation and surveying the full board.
6. Annually implement a comprehensive CEO evaluation that includes a CEO self-evaluation, input from the full board, and anonymous input from the CEO's direct reports.

7. Annually prepare or revise the CEO's contract as necessary.

8. Annually recommend CEO compensation adjustments to the full board, as appropriate.

9. Create specific, measurable, board-level goals for the year as part of the full board planning process.

10. Report to the board of trustees at regular meetings of the board in a manner determined by the board.

11. Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the board of trustees.

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# Cover Sheet

## Declaration of Need for Fully Qualified Educators

**Section:** V. Action Items  
**Item:** D. Declaration of Need for Fully Qualified Educators  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Declaration of Need 6.1.20.pdf



State of California  
 Commission on Teacher Credentialing  
 Certification Division  
 1900 Capitol Avenue  
 Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2020-2021

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Contra Costa School of Performing Arts District CDS Code: 07-10074-0134114

Name of County: Contra Costa County CDS Code: \_\_\_\_\_

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 06 / 01 / 20 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2021.

Submitted by (Superintendent, Board Secretary, or Designee):

Neil McChesney

*Name*

*Signature*

Executive Director

*Title*

925-235-1130

*Telephone Number*

6/1/20

*Date*

*Fax Number*

2730 Mitchell Drive Walnut Creek, CA 94598

*Mailing Address*

neil.mcchesney@cocospa.org

*EMail Address*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_/\_\_\_/\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

<b>Type of Emergency Permit</b>	<b>Estimated Number Needed</b>
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization:	
_____	
Resource Specialist	_____
Teacher Librarian Services	_____

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	3
Special Education	2
TOTAL	5

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes  No

If yes, how many interns do you expect to have this year? 2

If yes, list each college or university with which you participate in an internship program.  
St. Mary's College

Brandman University

If no, explain why you do not participate in an internship program.  
\_\_\_\_\_  
\_\_\_\_\_